

ON-THE-JOB TRAINING PROGRAM MANUAL

2006 ~ 2008

State of Maine
Department of Transportation
Civil Rights Office
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Revised: May, 2006
(Replaces all previous editions)

TO: Holders MaineDOT OJT Manual
FROM: Holly Anderson, Civil Rights Manager MaineDOT/ Project Dev.
DATE: January, 2006
SUBJECT: Revised OJT Manual

The primary goal of the On-The-Job Training (OJT) Program is to offer equal opportunity for the training and upgrading of women, minorities, and socially and economically disadvantaged persons toward journey-level status.

Though minorities had been employed in highway construction, they were usually assigned the more labor-intensive jobs that were unskilled and lower paying. Statistically women make up 51% of today's workforce, therefore, a conscientious effort has been made to train and employ women in non-traditional occupations.

In advance, we acknowledge your cooperation and efforts to fully integrate women and minorities into your workforces. We all understand a diverse workforce is needed to support the Bridge and Highway Construction Industry in the near future.

Highlights of the On-the-Job Training Program

- Contractors having a top down commitment to the OJT program in general, seem to take equal opportunity more seriously.
- EEO Officers supported by top management find managing the company's OJT program easier, and are more likely to carry out their duties in full support from the Company's owner(s).
- Trainees who know and are routinely visited by the Company EEO Officer are better informed of company policies and procedures.
- Trainees indicate they like working outdoors in the road and bridge industry, learning new things and find these jobs pay a living wage.
- Clearer guidelines for submission/reporting process and change orders.
- Trainee wages:
 - Bridge/ Highway laborers at Davis Bacon level.
 - Skilled Crafts a minimum of 75% of Davis Bacon, or minimum wage whichever is greater while on MDOT project.
- New specialized training classifications have been developed and more closely defined to the needs of the highway construction industry.
- Trainees better advised that training is not guaranteed in all machinery aspects of the classification and better prepared for construction site conditions.

- Off-site training opportunities. Contractor may move trainee off-site to another federally aided highway construction project with crew and may adjust pay rate accordingly. **Approval from Maine DOT required in advance.**
- Training commitment may be moved from project-to-project with MaineDOT written approval. Credit for hours worked apply to original commitment.
- **Contractor's meeting and exceeding employment goals may apply for an OJT waiver.**
- MaineDOT's OJT Program is applicable in all modal programs - FHWA, FTA, FRA & FAA.
- Contractors can submit new training outlines for use, provided training classifications are in skilled trades where an under-utilization of women and minorities is demonstrated. Prior to preconstruction conference, submit written outline directly to OJT consultant. If accepted, written notice will allow training to begin on current project. Additional training classifications will need to be approved by FHWA Division Office.

We have made efforts to improve the program by:

- Increasing on-going monitoring of Trainees and Contractors during the training period to enhance the successful completion of Trainee and Contractor obligation.
- Recalculating the hours to better reflect today's construction/labor cost relationship.
- Increasing support from the Civil Rights Office.

Policy questions:

**Maine Department of Transportation
Civil Rights Office
#16 State House Station
Augusta, Maine 04333-0016
Telephone: 207-624-3036 Fax: 207-624-3401**

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FREQUENTLY USED NUMBERS

MDOT Office of Civil Rights.....207-624-3036

Maine Human Rights Commission.....207-624-6050

N.A.A.C.P.207-776-7340

**Women Unlimited.....800-281-5259
or 207-623-7576**

Women, Work & Community.....800-442-2092

Maine Career Centers.....888-457-8883

Associated Constructors of Maine.....207-622-4741

**SPECIAL PROVISION
SECTION 660
ON-THE-JOB TRAINING**

Description: As part of the Contractor's equal employment opportunity affirmative action program, training shall be provided as follows:

Training and upgrading of minorities and women toward journey-worker status is the primary objective.

Contractors, where seasonal workforce for the preceding year did not meet craft tradesperson goals of 6.9 % for women and .05% for minorities in Skilled and Semi-skilled areas, and a Laborer level of 10% for women and .05% for minorities shall: **(a)** provide on-the-job training (OJT) aimed at developing full journey-workers in the types of trades or job classifications involved on a Contract; and (b) when a Contractor has complied with this above cited Women and Minority employment goals, no further training is required provided the numbers remain at or above the given percentages. The method for determining company-wide compliance shall be the actual hours worked by women and minorities during the preceding season from April 1 through November 15 annually. Such record shall be provided to the Department's Civil Right's Office at time of award. Contractors in compliance with craft goals shall no longer be required to provide training provided the workforce does not fall below the required levels. If it does, Contractors shall begin training in accordance with OJT Special Provision 660.

Total training hours under this Special Provision will be _____.

If OJT is required than the Contractor shall complete and forward to the Maine Department of Transportation's Civil Right's Office, the Letter of Intent, along with the OJT Registration form including the Workforce Breakdown form, prior to commencing any project work. The Contractor shall submit the Registration/Enrollment form to the Maine Department of Transportation's Civil Right's Office, indicating each classification to be used in the course of meeting this requirement.

Training classifications shall be distributed among work classifications needed by a Contractor in Skilled and Semi-skilled craft levels.

The Contractor shall receive credit only when MaineDOT has approved the program. Contractors will be reimbursed for such hours as are approved.

The Contractor shall make every effort to enroll minority and women trainees (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The Contractor shall be responsible for documenting the steps taken in pursuance thereof, prior to determination as to whether the Contractor is in compliance. If, in accordance with Special Provision 660, the Contractor is acting affirmatively and has achieved the semi-skilled and skilled craft employment goals of 6.9% women and .05% minorities, and 10% for women, and .05% for minorities in Laborer classes, then the Contractor will have no further training obligation. If the Contractor falls below these standards as is the policy of MaineDOT, it shall immediately reinstate an Affirmative Action Program as approved by the Maine Department of Transportation's Civil Right's Office.

Trainees shall not be enrolled in a classification in which they have successfully completed a training course leading to journey-level status, or for which they have held employment as a journey-level worker. No contractor shall enroll trainees who possess post secondary degrees, certification or diploma without first securing written approval. Only individuals with non-construction oriented credentials, except those who are upgraded will be considered. Upgrades from Semi-skilled to Skilled crafts is acceptable but must be approved by the Department.

The minimum length and type of training for each classification will be as established in the training program selected by the Contractor and approved by the Department. Nothing in this Section limits a Contractor to utilize only those curriculum found in the OJT Manual. The Department or its designee will approve a training program if it meets the equal employment opportunity obligations of the Contractor. By design, it will lead to qualifying the average trainee for journey-level status in the classification used. Contractors are encouraged to examine training opportunities which fit their need.

Contractors may lower their OJT obligations to any subcontractor.

Contractors, whose OJT hours are waived, may still establish training obligations for subcontractors. This Special Provision, Section 660, shall be included in all contracts to subcontractors. Subcontractors are expected to comply with craft goals. As with other Special Provisions applied to a sub, the Contractor retains obligations accordingly.

If training is required, the Contractor shall maintain records, and furnish the Department or its designee with documentation of each trainee progress using the Weekly OJT Evaluation form.

The method of measurement for the OJT item will be by the number of hours worked according to the approved training program. At enrollment, trainees shall be paid at Davis Bacon rate for unskilled positions (highway laborer and bridge labor). In skilled trades trainees shall be paid at least a minimum of 75% of the prevailing wage paid for craftspersons in the classification on the project. Without exception OJT wage rates are to be applied on all MaineDOT Federal-aid projects. Provided a trainee achieves the objectives of the program, the trainee shall be expected to receive incremental wage increases as they progress in their program. By completion, a trainee shall be expected to earn a comparable wage to that of other journeyed workers, employed by the contractor in this classification. If a trainee performs functions that are generally considered to be in a different job classification they will be paid at that classification.

The basis of payment for the OJT shall be at the contract unit price per hour. Payment will be made even though the Contractor received additional training program funds from other sources, provided such other source does not specifically prohibit the Contractor from receiving other payment. No payment shall be made to the Contractor, if the Department determines the Contractor failed to provide the required training, or if able, the contractor did not hire the trainee as a tradesworker when their program is completed. The Department, through its designee shall work with any contractor whose efforts have been deemed not consistent with the spirit or intent of the Program.

The Contractor shall begin training at the onset of employment for the trade classification. Trainees are expected to remain in status as long as training opportunities exist in the work classification, or until the training program is completed. Provided the Contractor has the Department's approval training may be conducted off-site but without reimbursement. Verification of training hours shall be determined for credit on off-site work by both: 1) the weekly training report, and 2) the Contractors usual daily/weekly time cards. The Contractor will have fulfilled the responsibilities by specifically providing the maximum total training opportunity as required in this Special Provision.

If the Department determines the Contractor has not complied with this Provision, the number of hours remaining to be completed for each training hour required, as determined by the Civil Rights Office, will be multiplied by the prevailing wage rate plus fringes for that particular trainee's classification. The resulting figure shall be deducted from any monies due the Contractor.

The Civil Rights Office shall move within ten days of the ruling to advise the Contractor, in writing, so a corrective action plan may be developed. If efforts fail, sanctions may be imposed. Contractors may be entitled to mediate the penalty by requesting so in writing to the Department's Civil Rights Office. If mediation is warranted it shall be for extenuating circumstances beyond the control of the Contractor.

OJT PROGRAM TRAINING PROGRAM ACCEPTANCE PROCEDURES AND TRAINING REQUIREMENTS

The objective of the OJT Program is to establish a more balanced workforce by including women and minorities.

1. The Contractor whose project has a number of OJT hours assigned shall establish this affirmative action program in a way likely to successfully achieve the objective of a more balanced workforce, especially as to yield women and minorities.

2. On-the-Job Training is a meaningful way by which Contractors can comply with Executive Order 11246. It is MaineDOT's intention that a Contractor's overall workforce reflects the diverse population of this State. Every effort shall be made by Contractors to comply. MaineDOT through the Civil Rights Office shall afford Contractors every reasonable effort to be successful.

3. When a contract is awarded that contains the Training Special Provision 660, the Contractor shall furnish the letter of intent to the OJT Monitor for approval. This letter of intent outlines the number of trainees to be trained in each selected classification. Furthermore, the letter of intent shall specify the starting time and wage rates for training in each of the classifications.

4. If a Contractor has achieved the craft levels of 6.9% for female and .05% minority participation in Semi-skilled and Skilled craft levels, and 10% at Laborer or entry level rate, then it may submit an OJT waiver request to the Civil Rights Office, The Workforce Utilization Information form shall be submitted immediately after award of the project.

5. In selecting a trainee, choose a woman, minority or disabled person who is capable of completing the program; and select a craft routinely required on the specific project and one in which women and/or minorities are underutilized.

RECRUITMENT

Until there is equal representation of women and minorities at the journey-worker level in the workforce, training required under the Training Special Provision is primarily limited to women and minorities. For trades in which minorities and women are underrepresented, a majority of the training positions on the project must be filled by minorities and women.

ENTRANCE REQUIREMENTS:

*Minimum of eighteen (18) years of age;

*Applicant shall not be enrolled in any classification for which they have successfully completed a course leading to journeyworker status, or one in which they have been gainfully employed.

*Applicants previously enrolled in MaineDOT's OJT program will not be accepted unless to a position which promotes them from semi-skilled to skilled craft status. MaineDOT will approve upgrades on a case by case basis.

SUPERVISION

The trainee shall be assigned to a journeyworker, supervisor, or other knowledgeable employee who will direct, observe and review the trainee on a daily basis.

WORK HOURS

A trainee is expected to work the work week of the Contractor, including overtime.

WEEKLY TRAINEE REVIEW

Contractors must submit a completed and signed Weekly OJT Evaluation Form for each trainee to the OJT Monitor. All Trainees shall be reviewed by their immediate supervisors. The Contractors have the responsibility to distribute completed and signed forms to the MaineDOT Resident, OJT Monitor, the Trainee and keep a copy for themselves.

CERTIFICATE OF COMPLETION

Procedures to award Certificates are as follows:

1. Upon completion of the required training hours for the training category under which a trainee is registered, the completed documentation of training shall be reviewed by the Monitor and verified complete.
2. Requests for certificates shall be placed with the MaineDOT Civil Rights Office. All certificate awards shall be determined by MaineDOT.
3. A copy of the certificate is placed in the OJT file.
4. The original is sent to the Contractor for signature and distribution to the trainee. A copy is included for the contractor file.
5. A congratulations letter and exit interview letter are mailed directly to the Trainee by the Monitor.

TERMINATION FOR CAUSE

A trainee may be terminated at any time during the training for cause. The Contractor must notify the OJT Monitor and the Civil Rights Office of termination. Ideally, before such action is exercised, a conference with the trainee, Supervisor, Project Engineer, Contractor's EEO Officer and a representative from the Civil Rights Office should meet and review why the action is necessary.

OFF-SITE TRAINING

Some off-site training is permissible as long as the training is an integral part of an approved training program and does not compromise a substantial part of the over-all training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the special training provisions attached to this directive.

1. The Contractor is obligated to request off-site training in writing and receive approval from the OJT Monitor and the MaineDOT Civil Rights Office if a trainee will need to be transferred from the MaineDOT project to work at another project ("off-site training") in order to fulfill their training requirements. The Contractor submits a transfer form to the Monitor and the MaineDOT Civil Rights Office for approval. The original form is signed, dated and placed in the project file with an approved copy returned to the Contractor. The Monitor will continue to visit the trainee on her or his off-site project. The approval must be made prior to moving the employee off site. No credit will be given and no monitoring will be done for OJTs that leave the State of Maine.
2. Off-Site hours are not reimbursable unless pre-approved the MaineDOT Civil Rights Office.

Trainee wages may be adjusted according to the prescribed wages set for the off-site project. The Contractor must notify the trainee of any off-site wage adjustment.

ORIENTATION

At the onset of training, the employer shall provide all OJT trainees with an orientation prior to commencing training. At a minimum, the orientation will include the following:

- a. Company Policies and Procedures
- b. Seasonality of construction work;
- c. Adverse weather conditions under which work may occur;
- d. Trainee may be required to work extra hours;
- e. Qualities the company considers desirable in its workers;
- f. How promotions in the company occur;
- g. How to dress; steel toe boots, foul weather gear, etc.;
- h. Safety, including OSHA and Company program (s);
- i. Training is an opportunity, not a privilege;
- j. Who the trainee reports to and who will conduct instruction ;
- k. Trainees may have to perform tasks outside of the OJT program;
- l. Contractor EEO, Complaint and Sexual Harassment policies and who the EEO Officer is;
- m. Work ethics such as honesty and punctuality;
- n. Trainee encouraged to recruit other group members for employment consideration;
- o. Disciplinary procedures, termination and lay off policies;
- p. Whom trainee is to notify if absent, or needs to leave the worksite. Be specific, identify company policies.
- q. Method and frequency of wages paid for both on and off-site training; and
- r. Excessive or patterned absenteeism shall not be tolerated.

INSTRUCTIONS FOR COMPLETING OJT LETTER OF INTENT

Project Name & Location: state project's name and its location.

Total Training Hours: indicate total hours assigned to the project.

Contractor Name: insert contractor name and insert name of each training classification, include date each OJT program will start.

General instructions for inserting position, gender and race data: for each classification employed by the contractor, indicate total employees, total white males, females, Hispanics, American Indians, Blacks, Asians, Disabled and number recalled.

SUBMIT PRIOR TO START OF WORK

Send to: Maine Department of Transportation
Civil Rights Office
16 State House Station
Augusta, ME 04333-0016
Tel (207) 624-3036 Fax (207) 624-3401

Project Name & Location:

OJT LETTER OF INTENT

Project name: _____ Project Location: _____

Contractor Name _____ anticipates training in the classifications listed and expect to start each on the below given dates (must reflect total training hours assigned to project):

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

Report of employment statistics for the entire Company workforce, by hours worked for each craft between April 1 and November 15 for the last calendar year.

Position	Total Employees	White Males	Females	Hispanic	American Indian	Black	Asian	Disabled	# of Recalls
Superintendent									
Operating Engineer									
Equipment Operator									
Mechanics									
Truck Drivers									
Ironworker/Rod									
Carpenters									
Const.Wkr. Bridge									
Const.Wkr.Hwy.									
Pipelayer									
Bridge Maint.Wkr.									
Laborer, Semi-Skill									
Laborer, Unskilled									
Forepers./Bridge									
Foreperson/Hwy									
Welder									

Approved by _____

Date: _____

SUBMIT TO: OJT Monitor

SUBMIT PRIOR TO PRE-CONSTRUCTION PHASE

INSTRUCTIONS FOR COMPLETING OJT REGISTRATION/ENROLLMENT FORM

Project Name and Location: insert project name and location of project.

Contractor: insert Contractor name enrolling trainee.

Name: insert name of person to be enrolled.

Address: insert proper mailing address of enrollee.

Phone Number: insert telephone or message number for enrollee (no pager #).

Social Security Number: insert enrollee's Social Security Number.

Ethnic/Protected class: indicate race or ethnicity of enrollee.

Sex: check male or female.

Training Classification: indicate classification name.

Hours: indicate total classification training hours.

New Hire, Upgrade, Other: indicate which category.

Enclosed Copy of: check whichever is accurate.

Start Date: indicate date training commences.

Start Wage: indicate starting wage to % of journeyed wage rate.

Expected End Date: indicate date training completed.

End Wage: indicate ending wage to % of journeyed wage rate.

Site Phone Number: indicate Contractor's on-site telephone number.

EEO Officer: indicate name of company's EEO Officer.

Trainee Signature: trainee signs and dates form.

Employer Signature: Contractor representative signs and dates form.

MaineDOT USE only: for signature and date by _____

Send to: Maine Department of Transportation
Civil Rights Office
16 State House Station
Augusta, ME 04333-0016
Tel (207) 624-3036 Fax (207) 624-3401

Project Name & Location:

Contractor: _____

OJT REGISTRATION/ENROLLMENT FORM
Include job application/resume

Contractor name: _____

Name: _____,

Address: _____ Me. _____

Phone No: _____ Social Security No: _____

Ethnic/Protected Class: _____ Sex: ____ Male ____ Female

Training Classification: _____ Hours: _____

____ New Hire ____ Upgrade ____ Other, describe _____

Enclosed copy of: ____ Resume or ____ Job Application.

Start Date: ____/____/____ Start Wage: \$_____/hr____% journeyed rate)

Expected

End Date: ____/____/____ End Wage: \$_____/hr____% journeyed rate)

Site Phone No: _____ EEO Officer: _____

No contractor will be given credit until this form is approved by the OJT monitor.

Notice: Per Contract Special Provision 660, should the EEO Officer determine the Contractor has not complied with the approved training program, the number of remaining hours for each trainee will be multiplied by the prevailing wage rate for that particular classification. The resulting figure shall be deducted from the Contractor's final payment.

_____/____/____ _____/____/____
Trainee Signature Date Employer Signature Date

FOR MaineDOT USE ONLY:

Approved By: _____

(cc: MaineDOT on-site representative Contractor, Trainee, File)

Submit to: OJT Monitor

INSTRUCTIONS FOR COMPLETING WEEKLY OJT REPORT

Week Ending: payroll date.

Trainee Name: name of OJT person.

Project Number: project number OJT is registered with.

Location: where the project is located.

Classification: name of classification OJT program trainee is enrolled in.

Wage: hourly rate paid to trainee.

Effective Date: date rate of pay is effective.

State Use Only: construction manager to insert correct hours.

Phase of Training: use guide on training curriculum outline.

Safety/Productivity/Quality/Understanding/Attitude/Attendance: indicate how trainee evaluated in each phase. N=needs improvement A=acceptable E=excellent.

Required hours: total number of hours required in each phase.

Hours accumulated as of last week: total hours accumulated and recorded on previous weeks' form.

Total Hours This Week on-site: record total hours worked on-site this week.

Total Hours This Week off-site: record total hours worked off-site this week.

Total Hours Accumulated to date: record total hours from on and off-site.

Total Hours: add total from each column.

Promotion/Discipline/Dismissal/Quit/Laid Off: check off and explain.

Completed by: signed by Contractor representative.

MDOT representative: signed by Construction manager.

Date: fill in appropriate date.

Job Function: employer writes brief explanation of trainees' work done for week report is completed.

Week Ending: _____

Weekly OJT Evaluation Form

**Maine Department of
Transportation**

Trainee Name: _____ Classification: _____
Project #: _____ Wage: _____
Location: _____ Effective Date: _____
Company: _____ Submit to: Construction Manager
(include for off site training)

STATE USE ONLY

Hours eligible for
reimbursement: _____

N=Needs Improvement A=Acceptable E=Excellent

Phase of Training	Safety	Productivity	Quality	Understanding	Attitude	Attendance	Required Hours	Hours Accumulated as of Last Week	Total Hours This Week on site off site		Total Hours Accumulated To Date
Total Hours											

Date: _____

Explanation:

_____ ☐ **Promotion** (wage increase: _____)
_____ ☐ **Discipline** _____
_____ ☐ **Dismissal** _____
_____ ☐ **Quit** _____
_____ ☐ **Laid Off** _____

Job Functions
Performed This Week & Other Comments:
(Complete Each Week)

Completed by: _____ **Date:** _____ **Trainee's Signature:** _____ **Date:** _____
(Immediate Supervisor)

MaineDOT Representative: _____ **Date:** _____

(Copies To: 1-MaineDOT Civil Rights Office, 2-Company, 3-MaineDOT On-site Representative, 4-Trainee)

INSTRUCTIONS FOR COMPLETING CONTRACTOR'S OJT MONTHLY REPORTING FORM

Contractor Name: insert name of company.

Project Name and Location: insert name and location of project.

Date: insert report date.

OJT Obligation: indicate total number of training hours assigned.

Number of Active OJTs: indicate total number of trainees enrolled at report time.

Expected Completion Date of Project: date project work is anticipated to be completed.

Date: indicate date of contacts.

Organization and Name of Person Contacted: indicate contacts.

Method of Contact: indicate how contact was made (i.e., visit, telephone, fax, other).

Results: indicate action resulting from contact.

Follow-up Planned: indicate next step.

OJTs hired during month: indicate trainee name, start date, program enrolled into, and total number of hours required.

OJTs let go this month: indicate trainee name, last date worked, total hours completed, and reason for leaving (i.e., termination, lay-off).

Recruitment Activities: indicate activities planned for month (i.e., visit technical college, NTO Conference, etc.).

Submitted by: signed and dated by Contractor representative.

Contractor's OJT Monthly Reporting Form

Contractor _____

Project Name _____

Name _____ & Location _____ Date _____

OJT Obligation _____ Number of Active OJTs _____ Expected Completion Date of the Project _____

1. Recruitment Contacts Made This Month:

Date	Organization and Name of Person Contacted	Method of Contact	Results	Follow-up Planned

2. OJTs hired this month:

OJT Name	Start Date	Training Program	Hours

3. OJTs let go this month:

OJT Name	Date of last day worked	Total # of hours completed	Reason for leaving

4. What recruitment activities do you plan to do this month: _____
Use and attach additional sheets as required.

Submitted by: _____ Date: _____

Please FAX to 207-624-3401 or send by mail to: Maine Dept. of Transportation,
Civil Rights Office,
Holly Anderson, #16 State House Station, Augusta, ME 04333-0016

ASPHALT MACHINE OPERATOR/RAKER

Operates equipment, hand tools to spread and apply levels of hot mix bituminous on subgrade of highway, driveways, and streets.

Bolts extensions, lights burners, and guides dump truck into dumping position. Learns the operation of the screed to eliminate voids at curbs and joints. Turns handwheel, punches depth gauge to periodically verify depth. Rakes asphalt evenly.

1. Familiarization of Equipment/Tools.....	50
a. Safety	
b. Fueling, lubrication, and servicing	
2. Operation of Equipment	450
a. As primary operator/conductor	
b. Distribution of material	
c. Adjustment of screed, spreader, mix	
TOTAL HOURS:	500

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

BRIDGE CONSTRUCTOR

Performs any combination of the following duties on bridge construction projects, usually working in utility capacity, by transferring from one task to another task where demands require workers with varied experience and ability to work without close supervision: Measures distance from grade stakes, drives stakes, stretches tight line, and positions and blocks up under forms. Positions and secures steel and re-bars in concrete forms to reinforce concrete. Assists in placing concrete. Removes forms after concrete has hardened; stacks material according to grade and dimensions after cleaning.

1. Familiarization 50

- a. Safety
- b. Layout
- c. Tools of the trade

2. Job Knowledge 950

- a. Safe operating procedures
- b. Form Building and Erection
- c. Structural concrete
- d. Comprehension of Plans and Specifications
- e. Stripping and Salvage
- f. Structural Steel
- g. Carpentry
- h. Welding

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

CARPENTER

Builds rough wooden structures, concrete forms, scaffold, tunnel and sewer supports, and temporary frame shelters, according to sketches or oral instructions. Examines specifications to determine dimensions of structures. Measure boards, timbers, or plywood, using square, measuring tape and ruler and marks cutting lines on materials, using pencil and scribe. Saws boards and plywood panels to required sizes. Nails cleats across boards to construct concrete forms. Braces forms in place with timbers, tie rods, and anchor bolts, form use in building concrete piers, footings, and walls. Erects chutes for placing concrete. Cuts, assembles timbers to build trestles and cofferdams.

1. Familiarization	50
a. Safety	
b. Power and hand tools	
c. Material selection	
d. Basic form design	
2. Carpentry Techniques	900
a. Safe operating procedures	
b. Decking form work	
c. Box culverts, inlets and headwall form work	
d. Pier, pile, and cap form work	
e. Parapet and hand railings	
f. Abutment form work	
g. Retaining wall form work	
3. Stripping and Salvage	50
a. Safe operating procedures	
b. Cleaning material	
c. Grading and stacking	

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

CONSTRUCTION EQUIPMENT MECHANIC

Inspects, analyzes malfunctions, rebuilds, repairs, and adjusts heavy construction equipment, such as cranes, power shovels, scrapers, paving machines, and motor graders, rock crushers, trench digging machines, bulldozers, off-highway trucks, and other equipment. Uses power and hand tools, jacks and specialized calibration tools or instruments to obtain factory and federal specifications. May be required to use welding equipment and make field repairs. Is familiar with factory repair and parts manuals.

1. Equipment and Systems Familiarization 100

- a. Safety procedures
- b. Tools of the trade
- c. Diesel engines, 2 or 4 cycle
- d. Frames
- e. Brake systems
- f. Cooling systems
- g. Electric systems
- h. Fuel systems
- i. Hydraulic systems

2. Actual Participation as a Mechanic 900

- a. Safety
- b. Preventive maintenance
- c. Systems trouble shooting
- d. Systems maintenance, repair, and replacement

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

CONSTRUCTION WORKER HIGHWAY

Acts within work crew at construction sites; learns company policies, jobs and to gain knowledge of all phases of highway construction. Becomes familiar with all types of heavy equipment; reads and understands blueprints, topographical maps, surveying and related duties.

1. Familiarization with Equipment 30

- a. Safety
- b. Types of equipment and materials
- c. Maintenance
- d. Fueling, lubrication, and servicing

2. Job Knowledge 970

- a. Safety
- b. Blueprints and topographical map reading
- c. Use of transit
- d. Planning and layout of field office and grounds
- e. Layout, staking, and site clearing
- f. Ground condition analysis and testing
- g. Excavation, drainage, pipelaying, and sealing
- h. Subgrading, final grading, and erosion control
- i. Placement of concrete, asphalt, and granite
- j. Job site cleaning
- k. Traffic control, sign erection, and maintenance
- l. Compaction, backfill, multiplates, and culverts
- m. Strip and salvage

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

ELECTRICAL WORKER

Assists in a combination of duties, including; wiring, grounding, cutting wires to scale from blueprints or oral directions, installation of fixtures, switches and devices, installation of controls, conductors, heating, and air conditioning. Performs related tasks such as testing circuits.

Completion of this program does not qualify a person as an electrician.

1. Familiarization	50
a. Safety	
b. Tools of the Trade	
c. Materials	
d. Material selection	
2. Electrical Operations	950
a. Safe operating procedures	
b. Basic wiring	
c. Basic grounding	
d. Installation of controls	
e. Installation of fixtures	
f. Installation of switches	
g. Installation of heat and air conditioners	
h. Control wiring	
i. Cable splicing	
TOTAL HOURS:	1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

EQUIPMENT OPERATOR

Operates several types of power construction equipment, such as Bulldozer, Roller, (steel or pneumatic), Front End Loader, Gradall, Backhoe or Combination. Excavates, grades, compacts earth fills, subgrades and bituminous surfaces to specifications. Adjusts handwheels and presses pedals to drive machines and controls attachments; such as blades, buckets. May clean, gas, oil, and grease equipment.

1. Familiarization of Equipment..... 50

- a. Safe operating procedures
- b. Fueling/lubrication/hydraulic systems
- c. Types of equipment, introduction, and safe operation
- d. Materials/earthwork/site preparation

2. Operation of Equipment..... 950

- a. Grading, and finish grading
- b. Roller
- c. Trenching operation/pipelaying
- d. Backfill/curbing
- e. Manipulating controls, fastening blades, hoses, belts, linkage, etc.
- f. Moving, staking materials, clearing and grubbing
- g. Loading/unloading flat bed for moving

(Contractors selecting this category shall be expected to rotate trainees training on the variety of equipment in a Contractor's rolling stock, etc.)

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

ESTIMATOR-PROJECT MANAGER

Individual will be trained on highway construction project work beginning with estimating of bids, coordination and management throughout the duration of a project, and steps for completion of the project. The Estimator-Project Manager will learn how to complete any associated project paperwork (daily forms, cost management, billing reports, etc.), assist with management of crew work activities, communicate between the different divisions involved to maintain appropriate coordination so the project runs smoothly, and help address any customer service issues. The trainee would also become familiar with sales and marketing of construction materials as well as general customer relationships.

This person will learn company policies/procedures and job/personnel functions to gain knowledge of all phases of highway construction. Individual will also become familiar with all types of heavy equipment, construction tools, and processes, blueprints and layouts, topographical maps and surveying, scheduling, contractor rules and regulations, and those agencies which govern construction activities.

- 1. FAMILIARIZATION.....**
 - a. Safe operating procedures and company policies
 - b. Review and interpret project plans and specifications
 - c. Recordkeeping
- 2. JOB KNOWLEDGE.....400**
 - a. Blue print and layout reading, bid book interpretation
 - b. Project specifications/ contract documents understanding
 - c. Material specifications and quality control
 - d. Asphalt laydown procedures
 - e. Planning and layout
 - f. Excavation, grading, drainage, erosion control
 - g. Traffic control and sign packages
 - h. Job site clean-up
 - i. Basic contract administration knowledge
- 3. ESTIMATING, MARKETING, AND SALES.....650**
 - a. Product pricing knowledge and cost factors
 - b. Estimation formulas and material knowledge
 - c. Accurate and timely estimate sheets, contracts, credit approval, billing reports, etc.
 - d. Ability to derive quantities from plans
 - e. Familiarity with materials cost and bid markets in various areas

- f. Analyzing job quality and profitability results
- g. Value engineering and negotiating change orders
- h. Customer and public relations

4. PROJECT MANAGEMENT.....1000

- a. Coordinate on-site personnel and equipment operations
- b. Ensure project sites are operating in a safe and efficient manner
- c. Assist with coordination and supervision of employees and subcontractors, including various disciplines such as earthwork, pipe, grade, paving, traffic
- d. Accurate and timely preparation of weekly schedules and other operations as needed
- e. Maintain proper job records such as schedules, personal diary, etc.
- f. Consistent communication with Coordinator/Construction Manager regarding project status for crew needs
- g. Assist with preparation of weekly schedules and other operations as needed
- h. Customer relations with on-site personnel

TOTAL HOURS.....2200

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

EXCAVATOR OPERATOR

Operates various types of Flat Track and Rubber Tire Excavators. Excavates for pipe trenches, performs roadway and pit excavation, ditching, and clean up. Moves materials to desired grade for site, roadway or quarry, and gravel pit operations. Uses various attachments for different tasks. Maintains equipment upkeep and records.

1. Familiarization.....	400
a. Safe operating procedures	
b. Fueling/lubrication/record keeping	
c. Types and makes of excavators introduction	
d. GPS systems/Hydraulic systems	
e. Soil/Gravel recognition and knowledge of compaction phases	
f. Grading/Layout/Erosion Control/Pit Safety	
g. Blueprint Knowledge	
h. OSHA 10 hour Safety/Haz Mat Class	
 3. Operation of Equipment.....	 1000
a. Trenching/Trench Box Placement	
b. Pipe Work/Utility recognition	
c. Loading various materials in trucks	
d. Building slope/Cutting back slope/Cutting inclines to specifications	
e. Knowledge of vehicle location, balance, and surrounding activity	
f. Grading and Backfilling	
g. Coordination of instrumentation and control systems	
 TOTAL HOURS:	 1400

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

FOREPERSON

(This program will only be utilized for applicants who have either gone through the OJT program as some lower level laborer or has had equal experience.)

Acts in supervisory capacities and coordinates activities of work crews at construction sites; learns company policies, jobs and personnel functions to gain knowledge of all phases of highway or bridge construction. Becomes familiar with all types of heavy equipment. Reads and understands blueprints, topographical maps and surveying.

1. Familiarization with Equipment 60
 - a. Safety
 - b. Types of equipment and materials
 - c. Maintenance, operations limitations, and capabilities
 - d. Fueling, lubrication, and servicing
2. Supervisory Responsibilities..... 640
 - a. Employee relations/Sexual Harassment
Training/Investigatory Techniques
 - b. Public relations
 - c. Safety (OSHA and Medical Self Help/First Aid Techniques)
 - d. Crew/equipment coordination
 - e. Crew/equipment management
3. Job Knowledge 700
 - a. Safe operating procedures
 - b. Blueprint/topographical map reading
 - c. Use of transit or related tools
 - d. Planning and layout of field operations, site, scope of area
 - e. Layout and staking
 - f. Site clearing
 - g. Ground condition analysis and testing
 - h. Excavation
 - i. Drainage
 - j. Pipelaying
 - k. Subgrading
 - l. Fine grading
 - m. Placement of concrete, asphalt, and granite
 - n. Basic project scheduling
 - o. Basic budgeting
 - p. Basic project management
 - q. Basic contract administration

TOTAL HOURS: 1400

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

HIGHWAY UTILITY PERSON

Performs duties under the mentorship of a road crew foreperson and/or project manager for paving or grade work to familiarize her/him with highway construction operations. She/he would train to assist with various aspects of paving or road construction (grade, pipe crews) and include worksite safety training, handwork, traffic control, basic tool use, and cross-train on the operations of other small equipment (noted below) based on project needs. Would also familiarize with general maintenance and servicing of the various hand tools and pieces of equipment.

1.	Construction Operations.....	400
	a. Safe operating procedures and company policies	
	b. Layout, line marking, staking	
	c. Handwork/curbing	
	d. Hand and/or power tools use (rake, lutes, hand compactor, jack hammer, compressor, etc.)	
	e. Traffic control device installation and maintenance	
	f. Familiarize with flagging procedures	
	g. Loam and seed application	
	h. Excavation, drainage, pipelaying and sealing	
	i. Subgrading, final grading, and erosion control	
	j. Project clean-up	
	k. Drive commercial pick-up to transport supplies to and from specified destinations as needed	
	l. Public Relations	
	m. Basic contract administration	
	n. OSHA training	
2.	Small Equipment Operation.....	200
	a. Safe operating procedures	
	b. Cross-train to operate one or more of the following (tractor broom, paving or dirt vibratory roller, skid steer loader)	
	c. General equipment maintenance	
	d. Fueling, lubrication, and minor servicing	
	TOTAL HOURS.....	600

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

IRONWORKER

Performs a combination of duties and procedures related to placement of structural steel. Use of manlifts, cutting torches, portable tools, power tools, material identification, and basic welding processes are integrated into the training.

1. Familiarization and Safety 50

- a. Personal Protection
- b. Water Safety
- c. Identification Training (MSDS)
- d. Material Identification
- e. Basic welding processes

2. Equipment Usage 150

- a. Manlifts
- b. Cutting torches
- c. Slings
- d. Portable Power tools

3. Scaffold Set-Up 60

- a. Scaffold erection
- b. Ladders, rails, toe-boards, etc.
- c. Double Tie Off Policy Education

4. Placing Steel 740

- a. Cutting and Burning
- b. Drilling and Tapping
- c. Tensioning Bolts and Cables
- d. Lifting, Moving, Placing, and Aligning Steel

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

MECHANICAL MAINTENANCE WORKER

Inspects, repairs and maintains functional parts of automotive and mechanical equipment and machinery, such as pumps, compressors, pipelaying machines, ditch diggers, trucks and tractors, using hoists, hand tools, gauges, and factory manuals. Disassembles and over hauls internal combustion engines, pumps, power units, generators, transmissions, clutches and rear ends, using tools and hoists. Grinds and resets valves, using valve grinding machine. Adjusts brakes, aligns wheel and tightens bolts and screws and reassembles equipment. Operates equipment to test its functioning capability. Changes oil, checks batteries, repairs tires and tubes, and lubricates equipment and machinery. Ascertains that operational equipment meets factory and federal specifications and standards.

1. Equipment and Systems Familiarization 100

- a. Safety
- b. Tools of the trade
- c. Automotive and equipment engines
- d. Light equipment engines
- e. Chassis, brake, cooling, electrical, fuel, hydraulic, exhaust systems

2. Preventative Maintenance 150

- a. Safety procedures
- b. Disassembly, cleaning and parts inspection
- c. Replacement of minor parts and adjustment

3. Participation as a Mechanic..... 750

- a. Safe operating procedures
- b. Systems trouble shooting
- c. Disassembly of engines for overhaul and replacement
- d. Disassembly of clutches, transmissions, and drive train components for overhaul or placement
- e. Disassembly of final drive and track assemblies
- f. Systems maintenance and repair

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

OPERATING ENGINEER

Operates several types of power construction equipment, such as hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders, to excavate and grade earth, erect structural and reinforcing steel, and place concrete. Adjusts handwheels and presses pedals to drive machines and control attachments, such as buckets, and swing booms. May clean, oil, and grease equipment.

1. Familiarization 100

- a. Safety
- b. Fueling and lubrication
- c. Starting vehicles
- d. Manipulating valves, levers, and gears
- e. Maintenance requirements
- f. Types of equipment
- g. Capabilities and limitations

2. Operation of Equipment..... 900

- a. Safe operating procedures
- b. Excavation for footings and removal of soil
- c. Loading and unloading of material
- d. Trenching
- e. Hoisting material
- f. Placement of pipe, beams, girders, piling, etc.

TOTAL HOURS: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

PIPELAYER

Lays glazed or unglazed clay, concrete, plastic, or cast-iron pipe for storm or sanitation sewers, drains, or water mains, performing any combination of the following tasks: Grades and smooths bottom of trench or culvert to specified elevation, using shovel. Guides hoist, or crane. Inserts spigot end of pipe into bell end of previously laid section. Adjusts pipe to line and grade, and secures pipe into position. Forces oakum or yarn into space around bell, using caulking tool and hammer.

1. Familiarization with Equipment and Machines 100

- a. Safety
- b. Types of pipe
- c. Spade operation and laying of pipe
- d. Ditch preparation
- e. Shoring ditches

2. Participation in Operations 400

- a. Safe operating procedures
- b. Ditch grading with compressed air driven or hand operated spade
- c. Rigging and lowering of pipe
- d. Laying pipe and duct
- e. Adjust pipe to proper elevation and angle
- f. Insertion of spigot end of pipe into bell end of last pipe laid

TOTAL HOURS: 500

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

PLANT OPERATOR

May be designated, according to type of plant operated as, Asphalt-Plant Operator, Sand and Gravel-Plant Operator or Crusher Operator. Accordingly not all items in the outline may be obtained.

Operates asphalt or sand and gravel plant, crush or segregate materials used in construction; moves controls on panel board or control board to heat, dry and mix ingredients such as asphalt, sand, stone and naphtha to produce asphalt paving materials; controls feeding, crushing, and sifting machine in sand and gravel plant. Observes gauges, dials, and operation of machinery to insure conformance to processing specification. Repairs machinery using handtools, power-tools and welding equipment.

1. Care and Maintenance of Equipment..... 150

- a. Safety
- b. Plant set up and tear down
- c. Fueling, lubricating and servicing
- d. Feeding material into machine
- e. Hand signals
- f. Truck and truck load count

2. Operation of Equipment..... 650

- a. Safe operating procedures
- b. Maintenance of equipment
- c. Operation of equipment
- d. Introduction to welding

TOTAL HOURS: 800

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

PROJECT MANAGER

Individual will be trained on highway construction project work which will consist of pre-construction planning, coordination and management throughout the duration of a project, and steps for completion of the project. She/he will learn how to complete any associated project paperwork (daily forms, cost management, billing reports, etc.) assist with management of crew work activities, communicate between the different divisions involved to maintain appropriate coordination so the project runs smoothly, and help address any customer service issues.

This person will learn company policies/procedures and job/personnel functions to gain knowledge of all phases of highway construction. Individual will also become familiar with all types of heavy equipment, construction tools and processes, blueprints and layouts, topographical maps and surveying, scheduling, contractor rules and regulations, and those agencies which govern construction activities.

1. FAMILIARIZATION200

- a. Safe operating procedures and company policies
- b. Review and interpret project plans and specifications
- c. Recordkeeping

2. JOB KNOWLEDGE400

- a. Safety
- b. Blueprint and layout reading
- c. Materials specifications and quality control
- d. Asphalt laydown procedures
- e. Equipment usage
- f. Planning and layout
- g. Excavation, grading, drainage, erosion control
- h. Traffic control and sign packages
- i. Job site clean-up
- j. Basic project scheduling
- k. Basic budgeting
- l. Basic project management
- m. Basic contract administration
- n. Basic accounting

3. PROJECT MANAGEMENT1250

- a. Coordinate on-site personnel and equipment operations
- b. Ensure project sites are operating in a safe and efficient manner
- c. Assist with coordination and supervision of employees and subcontractors, including various disciplines such as earthwork, pipe, grade, paving, traffic
- d. Analyzing job quality and profitability results
- e. Accurate and timely preparation of various paperwork including daily productivity reports, financial status reports, timecards, etc.

- f. Maintain proper job records such as schedules, personal diary, etc.
- g. Consistent communication with Coordinator/Construction Manager regarding project status for crew needs
- h. Assist with preparation of weekly schedules and other operations as needed
- i. Customer relations with on-site personnel

TOTAL HOURS.....1800

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

QUALITY CONTROL TECHNICIAN

Works at laboratory (items 1 – 5) or with work crew at construction sites (item 6); learns company policies and gains knowledge of all phases of Quality Control. Performs any combination of duties to safely conduct duties.

1. General Safety & Materials Testing Orientations	100
a. Familiarization of Plant and Worksite Safety	
b. Familiarization of Bituminous Concrete & Aggregate Prod.	
c. Familiarization of AASHTO & ASTM Test Procedures	
2. Concrete Aggregate Testing.....	50
a. Familiarization of Basic Concrete Aggregate Properties	
b. Familiarization of AASHTO & ASTM Test Procedures	
c. Testing of Physical Concrete Aggregate Properties	
3. Asphalt Aggregate Testing	300
a. Familiarization of Basic Asphalt Aggregate Properties	
b. Familiarization of AASHTO & ASTM Test Procedures	
c. Testing of Physical Bituminous Aggregate Properties	
4. Miscellaneous Bituminous Materials Testing.....	200
a. Familiarization of Basic Bituminous Concrete Properties	
b. Familiarization of AASHTO & ASTM Test Procedures	
c. Hands on Testing of Mix by Ignition Oven	
d. Hands on Testing of Rice Specific Gravity	
e. Hands on Testing of Superpave Mix Properties	
5. Miscellaneous Aggregate Testing	150
a. Hands on Washington State Degradation Test	
b. Hands on Sand Equivalent Test	
c. Hands on Overview of Proper Stockpiling Methods	
d. Hands on Control of Blending Aggregates for Gradation	
6. Nuclear Density Training & Testing	200
a. Certification by Nuclear Gauge Safety Trainer	
b. Hands on Testing of Bituminous Mix Material Densities	
c. Hands on Testing of In Place Gravel Densities	
d. Hands on Calibration of Nuclear Thin Lift Gauge to Cores	
TOTAL HOURS:	1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

SAFETY SPECIALIST

This position is designed to provide the trainee with hands on introduction to heavy construction and the role of a construction safety person on typical heavy construction projects.

The trainee will perform entry level work in a variety of actual construction occupations on the assigned project(s) he/she will assist project supervisors and safety specialists in planning for safety, environmental protection, and other loss control planning activities. He/she will participate in an increasingly more responsible role in environmental protection activities, safety inspections, injury/incident investigation, injury management and record keeping. Manages and maintains safety equipment, conducts safety meetings and training and provides technical safety, health, and environmental support. This does not qualify the person as an independent safety specialist.

1. Orientation to heavy construction.....	100
a. Safety	
b. Material selection	
c. Tools of the trade	
d. Hands on working assignments	
2. Orientation to safety.....	200
a. Company policies and procedures	
b. Job hazard analysis	
c. Activity planning	
d. Injury management	
e. OSHA and other applicable standards training (minimum, 30 hours official program)	
3. Safety operations.....	1000
a. Work activity planning	
b. Inspections and investigations	
c. Environmental monitoring and control	
d. Safety equipment management	
e. Hazardous material/waste management	
f. Technical safety support	
g. Ergonomics evaluations and improvement	
h. Injury management	
i. record keeping	
TOTAL HOURS:	1300

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

STEEL PAINTER

Acts within work crew at construction sites; learns company policies and gains knowledge of all phases of bridge painting. Performs any combination of duties to safely prepare and paint structural steel.

1. Familiarization and Safety	50
a. Safety	
b. Respiratory Protection	
c. Personal Protection	
d. Water Protection	
e. Personal Health Risk Education	
f. Health Risk Evaluations and /or Testing (MSDS)	
g. Identification Training (MSDS)	
h. Disposal of Hazardous Materials	
2. Equipment Usage	200
3. Scaffold Set-Up/Containment Set-up	60
4. Stripping	40
5. Paint Application.....	250
a. Preparation and Mixing	
b. Techniques	
c. Clean-up	

TOTAL HOURS: 600

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

TRAFFIC CONTROL

Performs duties under the mentorship of a traffic coordinator, foreperson and/or project manager for paving and/or grade crews to familiarize her/him with traffic control/maintenance for highway construction operations. She/he would train to assist with all aspects of traffic control. The trainee would also familiarize with basic tasks of road construction operations as needed in conjunction with traffic duties.

1.	PROCESS FAMILIARIZATION/KNOWLEDGE	150
	a. Safe operating procedures and company policies	
	b. Sequence and types of operations	
	c. Traffic control/flagging procedures	
	d. Necessary equipment and/or tools	
	e. Familiarity with regulations pertaining to traffic control elements (traffic control devices, parts of a traffic control zone, taper length criteria for work zone, proper sign installations, repositioning, dismantling)	
	f. Public relations	
	g. Manual on Uniform Traffic Control Devices (MUTCD)	
	h. Specification 652	
2.	OPERATION OF COMPANY VEHICLE	50
	a. Safe operating procedures	
	b. Proper operation of company vehicle	
	c. Fueling, pre-operation check, and servicing	
	d. General maintenance	
3.	TRAFFIC CONTROL OPERATIONS	400
	a. Layout and measuring	
	b. Permanent sign installation and teardown	
	c. Prepare new traffic control devices for project use	
	d. Distribution of traffic control devices from project to project	
	e. Assist with traffic control plan for day's activities	
	f. Set-up, operation, and maintenance of message/arrow boards	
	g. Assist with repair of any damaged traffic control device	
	h. Assist with patrolling of total job site traffic control set-up to adhere to project specifications in an effort to eliminate hazards	
	i. Job clean-up	
	TOTAL HOURS	600

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

TRUCK DRIVER

Operates heavy duty on or off highway earth and rock moving equipment; such as, but not limited to Koehring Dumpster, Euclid, either back or bottom dump, International Payhauler, etc. May oil, grease, service and make normal operating adjustments to equipment. Perform related duties.

1. Orientation and Observation

- a. Safety procedures 20
- b. Instruction in operating of vehicle 20

2. Care and Maintenance

- a. Safety procedures 30
- b. Routine fueling, lubrication and servicing..... 30

3. Actual Operating of Equipment 900

TOTAL: 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

WELDER COMBINATION

Welds metal parts together, according to layouts, blueprints, or work order, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as, flame cutting and grinding. May repair broken or cracked parts, fill holes, and increase size of metal parts. May position and clamp together components of fabricated metal products preparatory to welding.

1. Maintenance and Equipment Operations.....	100
a. Safety	
b. Observation of equipment in use	
c. Types of welds	
 2. Welding Operations	 500
a. Review of special safety procedures	
b. Layout, cut, fit, and weld all types of materials	
c. Fabricate and repair equipment	
d. Conduct field welding (emergency repair of heavy equipment)	
 MINIMUM TOTAL HOURS:.....	 600
* Trainee may spend up to an additional 400 hours of eligible training in preparing for and taking the State of Maine certification program. Successfully securing a welding certificate will constitute journey status and will automatically terminate the trainee status	400
 MAXIMUM TOTAL HOURS:	 1000

NOTE: This is a general outline of duties a trainee may perform in this job category. The trainee may not receive training in all of the above areas.

RESOURCE DIRECTORY

Aroostook Band of Micmac Indians

P.O. Box 772
Presque Isle, Maine 04769
(207) 764-1972
Fax: (207) 764-7667

Bureau of Rehabilitation Services

Department of Human Services

2 Anthony Avenue
Augusta, Maine 04333-0150
(207) 624-5950
(800) 698-4440
Fax: (207) 624-5980
TTY: (888) 755-0023
Website: www.state.me.us/rehab/

Houlton Band of Maliseet Indians

RR #3, Box 450
Houlton, Maine 04730
(207) 532-4273
Fax: (207) 532-2660

NAACP – Portland Branch

P.O. Box 3631
Portland, Maine 04104
(207) 253-5074
(866) 252-5074
Fax: (207) 253-5079
Website: www.naacpportland.org/

Penobscot Tribal Council Indian Island

6 River Road
Old Town, Maine 04468
(207) 827-7776
Fax: (207) 827-6042
Website: www.penobscotnation.org/

Pleasant Point Passamaquoddy Tribal Council

P.O. Box 343
Perry, Maine 04667
(207) 853-2600
Fax: (207) 853-6039
Website: www.wabanaki.com/

Society of Women Engineers – Maine

Headquarters - 230 E. Ohio Street, Suite 400

Chicago, Illinois 60611-3265

Website: www.swe.org/SWE/RegionF/sections/maine/maine.html

Contact Maine Section President, cary.hirnak@biw.com

New Hampshire National Association of Women in Construction

Granite State Chapter

P.O. Box 846

Pelham, New Hampshire 03076

Suzanne Gauthier, President

Website: www.nawic.org

Institute on Disability/University Affiliated Program – University of New Hampshire

7 Leavitt Lane, Suite 101

Durham, New Hampshire 03824-3522

Paul K. Leather, Director

Website: www.ed.state.nh.us/VR/

American Business Women's Association – NH Chapter

P.O. Box 3795

Manchester, New Hampshire 03105

Cathie Donovan-Simard, Chapter President

Website: www.abwanh.com

Maine Department of Labor Career Centers:

Augusta

2 Anthony Avenue

109 State House Station

Augusta, ME 04333

624-5120 or 1-800-760-1573

Fax: 624-5133

TTY: 624-5134 or 1-800-633-0770

Bangor

45 Oak Street, Suite 3

Bangor, ME 04401-7902

561-4050 or 1-888-828-0568

Fax: 561-4066

TTY: 561-4070

Bath

34 Wing Farm Parkway
Bath, ME 04530-1515

442-0300 or 1-888-836-3355

Fax: 442-0065

TTY: 443-7449

Belfast

147 Waldo Ave., Suite 101A
Belfast, ME 04915-6663

338-5158 or 1-877-421-7917

Fax: 338-5000

TTY: 338-4399

Calais

One College Drive
P.O. Box 415
Calais, ME 04619-0415

454-7551 or 1-800-543-0303

Fax: 454-0349

TTY: 454-7230

Dover-Foxcroft

PO Box 360
50 Pine Crest Drive
Dover-Foxcroft, ME 04426-0360

564-8358 or 1-800-350-4165

Fax: 564-3263

TTY: 564-6990

East Millinocket

One Industrial Drive, Suite 2
East Millinocket, ME 04430-1062

746-9608 or 1-800-777-8173

Fax: 746-9439

East Wilton

865 US Route 2E
Wilton, ME 04294

645-5800 or 1-800-982-4311

Fax: 645-2093

TTY: 645-5806

Ellsworth

248 State Street, Suite 3A

Ellsworth, ME 04605-1850

664-2300 or 1-800-371-7543

Fax: 667-4789

TTY: 667-1576

Houlton

91 Military Street, Suite 2

Houlton, ME 04730-2421

532-5300 or 1-800-691-0033

Fax: 532-5302

TTY: 532-5301

Lewiston

5 Mollison Way

Lewiston, ME 04240-5805

753-9000 or 1-800-741-2991

Fax: 783-5301

TTY: 753-9067

Machias

15 Prescott Drive, Suite 1

Machias, ME 04654

255-1900 or 1-800-292-8929

Fax: 255-4778

TTY: 255-3198

Madawaska

88 Fox Street, Suite 103

Madawaska, ME 04756-1352

728-6345 or 1-800-432-7881

Fax: 728-4491

Newcastle

3 Hall St.

P.O. Box 668

Newcastle, ME 04553-0668

563-8697

Fax: 563-1289

Portland

185 Lancaster Street
Portland, ME 04101-2453
771-5627 or 1-877-594-5627
Fax: 822-0221
TTY : 822-0412

Presque Isle

66 Spruce Street, Suite 1
Presque Isle, ME 04769-3222
760-6300 or 1-800-635-0357
Fax: 760-6350
TTY: 760-6301

Rockland

116 Tillson Avenue
Rockland, ME 04841-3424
594-9576 or 1-877-421-7916
Fax: 594-1428
TTY: 596-6251

Rumford

35 Congress Street
Rumford, ME 04276-2096
364-3738 or 1-877-421-7915
Fax: 369-9315
TTY: 369-9781

Saco

110 Main Street, Suite 1400
Saco, ME 04072-3504
286-2650 or 1-800-760-1570
Fax: 286-2655
TTY: 286-2680

Skowhegan

98 North Avenue, Suite 20
Skowhegan, ME 04976-1923
474-4950 or 1-800-760-1572
Fax: 474-4914
TTY: 474-4902

South Paris

232 Main St

743-7763 or 1-8772376171

Fax: 743-8439

TTY: 888-313-9400

Springvale

9 Bodwell Court

Springvale, ME 04083

324-5460 or 1-800-343-0151

Fax: 324-7069

TTY: 490-1103

Waterville

100 JFK Plaza

Kennedy Memorial Drive

Waterville, ME 04901-5015

872-5516 or 1-800-760-1573

Fax: 873-5804

TTY: 873-1935